

## INSTRUCTIONS FOR FILLING FORM

- (a) Form to be filled legibly in **BLOCK LETTERS** and in **BLACK INK** only.
- (b) **Mention 10 digit PAN correctly.**
- (c) 'Individual' applicant to affix colour photograph (size 3.5 cm x 2.5 cm) on the form in case of change/correction in details which are printed on the PAN card (provide as item nos.1, 2, 3, 5 and 6 in the change request form). The photograph should not be stapled or clipped to the form. (The clarity of image on PAN card will depend on the quality and clarity of photograph affixed on the form.)
- (d) Signature / Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the applicant, the application will not be accepted.
- (e) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp.
- (f) **For changes or correction in PAN data**, fill all columns of the form and tick box on left margin of appropriate row where change/correction is required. Enclose old PAN card in original, if issued, or copy of any document/letter issued by the Income Tax Department indicating PAN in case of change in details printed on PAN card (i.e. item nos.1,2,3, 5 & 6).
- (g) **For issue of new PAN card without any changes** - In case you have a PAN but no PAN card and wish to get a PAN card or replace a lost PAN card, fill all columns of the form but do not tick any of the boxes on the left margin. In case of loss of PAN card, a copy of FIR to be submitted along with the form. In case of Individuals, photograph to be affixed on the form.
- (h) Having or using more than one PAN is illegal. If you possess more than one PAN or PAN card, kindly fill the details in Item No.10 of this form and surrender the same.

Item No.	Item Details	Guidelines for filling the form																															
1.	Full Name	<p><b>Individuals</b> must state full expanded name. Do not use abbreviations and initials. Single and double characters in Last Name and First Name except OM, DE, UR, UL and AL are treated as initials. For example <b>Jasjit Singh Anand</b> should be written as:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Last Name/Surname</b></td> <td style="width: 33%;"><b>First Name</b></td> <td style="width: 33%;"><b>Middle Name</b></td> </tr> <tr> <td><b>ANAND</b></td> <td><b>JASJIT</b></td> <td><b>SINGH</b></td> </tr> </table> <p>Applicants other than 'Individuals' i.e. Non-Individuals, must ignore above instructions. Non-Individuals will write their full name starting from the first block of Last Name/Surname. If the name is longer than the space provided for the last name, it can be continued in the space provided for First and Middle Name. For example:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Last Name/Surname</b></td> <td style="width: 33%;"><b>First Name</b></td> <td style="width: 33%;"><b>Middle Name</b></td> </tr> <tr> <td><b>NATIONAL SECURITIES DEPOSITORY LIMITED</b></td> <td></td> <td></td> </tr> </table> <p><b>HUFs</b> will mention (HUF) within brackets after their full name. For example:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Last Name/Surname</b></td> <td style="width: 33%;"><b>First Name</b></td> <td style="width: 33%;"><b>Middle Name</b></td> </tr> <tr> <td><b>JASJIT SINGH ANAND (HUF)</b></td> <td></td> <td></td> </tr> </table> <p>In case of <b>Company</b>, the name should be provided without any abbreviations. For example, different variations of 'Private Limited' viz. Pvt Ltd, Private Ltd, Pvt Limited, P Ltd, P. Ltd., P. Ltd are not allowed. It should be 'Private Limited' only. In case of sole proprietorship concern, the sole proprietor should use/apply PAN in his/her personal name. Name should not be prefixed with titles such as Shri, Smt, Kumari, Dr., Major, M/s etc.</p>	<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	<b>ANAND</b>	<b>JASJIT</b>	<b>SINGH</b>	<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	<b>NATIONAL SECURITIES DEPOSITORY LIMITED</b>			<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	<b>JASJIT SINGH ANAND (HUF)</b>															
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2.	Father's Name	<p>Applicable to Individuals only. Instructions in Item No.1 with respect to name apply here. Married women applicants should give only father's name and not husband's name.</p>																															
3.	Date of Birth/ Incorporation/Agreement /Partnership or Trust Deed/Formation of Body of Individuals/ Association of Persons	<p>Date cannot be a future date. Date: 2nd August 1975 should be written as</p> <table style="width: 100%; border: none; text-align: center;"> <tr> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">8</td> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">9</td> <td style="border: 1px solid black; padding: 2px;">7</td> <td style="border: 1px solid black; padding: 2px;">5</td> </tr> <tr> <td colspan="2"><b>DD</b></td> <td colspan="2"><b>MM</b></td> <td colspan="4"><b>YYYY</b></td> </tr> </table> <p>Relevant date for different category of applicants is: <b>Individual:</b> Date of Birth; <b>Company:</b> Date of Incorporation; <b>Association of Persons:</b> Date of Formation/Creation; <b>Association of Persons (Trusts):</b> Date of Creation of Trust Deed; <b>Partnership Firms:</b> Date of Partnership Deed; <b>HUFs:</b> Date of Creation of HUF and for ancestral HUF date can be 01010001 where the date of creation is not available.</p>	0	2	0	8	1	9	7	5	<b>DD</b>		<b>MM</b>		<b>YYYY</b>																		
0	2	0	8	1	9	7	5																										
<b>DD</b>		<b>MM</b>		<b>YYYY</b>																													
4.	Sex	<p>This field is mandatory for Individuals. Field should be left blank in case of other applicants.</p>																															
5.	Photo Mismatch	<p>Individuals issued a PAN card with some other person's photograph will tick the box on the left margin. The original PAN card with wrong photograph is to be enclosed with the form.</p>																															
6.	Signature Mismatch	<p>Individuals issued a PAN card with some other person's signature will tick the box on the left margin. The original PAN card with wrong signature is to be enclosed with the form.</p>																															
7.	Address for Communication	<p>Indicate either Residence or Office address for communication as the case maybe. If status of applicant is other than 'Individual' / 'HUF', office name and address is mandatory. Out of first four fields, applicant must fill up at least two fields. Town/City/District, State/Union Territory and PIN are mandatory.</p>																															
8.	Update other address	<p>If applicant wishes to update other address, besides address for communication, box on left margin to be ticked and details of address to be provided on an additional sheet in similar format as prescribed in Item No.7.</p>																															
9.	Telephone Number and e-mail ID	<p>(1) If Telephone Number is mentioned, STD Code is mandatory. (2) In case of mobile number, country code should be mentioned as STD Code</p> <table style="width: 100%; border: none; text-align: center;"> <tr> <td colspan="4"><b>STD Code</b></td> <td colspan="8"><b>Tel. No.</b></td> </tr> <tr> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;">9</td> <td style="border: 1px solid black; width: 20px;">1</td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;">9</td> <td style="border: 1px solid black; width: 20px;">8</td> <td style="border: 1px solid black; width: 20px;">2</td> <td style="border: 1px solid black; width: 20px;">0</td> <td style="border: 1px solid black; width: 20px;">0</td> <td style="border: 1px solid black; width: 20px;">1</td> <td style="border: 1px solid black; width: 20px;">1</td> <td style="border: 1px solid black; width: 20px;">1</td> <td style="border: 1px solid black; width: 20px;">1</td> <td style="border: 1px solid black; width: 20px;">5</td> </tr> </table> <p><b>Where '91' is the country code of India.</b> (3) It is suggested that applicants mention their telephone number so that they can be contacted in case of any discrepancy in the application form. (4) Applicants may provide their valid e-mail id for receiving PAN through e-mail.</p>	<b>STD Code</b>				<b>Tel. No.</b>												9	1				9	8	2	0	0	1	1	1	1	5
<b>STD Code</b>				<b>Tel. No.</b>																													
				9	1				9	8	2	0	0	1	1	1	1	5															
10.	Mention other Permanent Account Number (PANs) inadvertently allotted to you	<p>All PANs inadvertently allotted other than the one filled at the top of the form (the one currently used) should be mentioned and the corresponding PAN card(s) to be submitted for cancellation with the form.</p>																															

## GENERAL INFORMATION FOR PAN APPLICANTS

- (a) An applicant can obtain the 'Request for New PAN Card or/and Changes or Correction in PAN Data' Form in the format prescribed by Income Tax Department from TIN-FCs, any other stationery vendors providing such forms or freely download it from the NSDL website (<http://tin.nsd.com>). In case applicants obtain the form from TIN-FCs, they may be charged a maximum of Rs.5/- per form.
- (b) The cost of processing the form is Rs.60/- (plus service tax, as applicable).
- (c) Changes or corrections desired in PAN particulars should be supported by anyone or combination of the relevant documents mentioned below and copies (attestation not required) to be submitted alongwith filled form.

Category	Documents Required
Individual	<p><b>For Proof of Identity (Copy of any one of the following):</b></p> <ol style="list-style-type: none"> <li>1. School leaving certificate</li> <li>2. Matriculation certificate</li> <li>3. Degree of a recognised educational institution</li> <li>4. Depository account transaction statement (for a period not exceeding one year prior to date of application)</li> <li>5. Credit card</li> <li>6. Bank account statement (for a period not exceeding one year prior to date of application)</li> <li>7. Water bill</li> <li>8. Ration card</li> <li>9. Property tax assessment order</li> <li>10. Passport</li> <li>11. Voter's Identity Card</li> <li>12. Driving License</li> <li>13. Certificate of identity signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted Officer.</li> </ol> <p><b>For Proof of Address (Copy of any one of the following):</b></p> <ol style="list-style-type: none"> <li>1. Electricity bill (for a period not exceeding one year prior to date of application)</li> <li>2. Telephone bill (for a period not exceeding one year prior to date of application)</li> <li>3. Depository account transaction statement (for a period not exceeding one year prior to date of application)</li> <li>4. Credit card statement (for a period not exceeding one year prior to date of application)</li> <li>5. Bank account statement (for a period not exceeding one year prior to date of application)</li> <li>6. Ration card</li> <li>7. Employer certificate</li> <li>8. Passport</li> <li>9. Voter's Identity card</li> <li>10. Property tax assessment order</li> <li>11. Driving License</li> <li>12. Rent receipt (for a period not exceeding one year prior to date of application)</li> <li>13. Certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councilor or a Gazetted Officer.</li> </ol> <p>In case of a minor, any of the above documents of any of the parents or guardian of such minor shall be deemed to be the proof of identity and address.</p>
HUF	For proof of identity and address, any document prescribed in the case of individuals in respect of Karta of the HUF.
Company	Copy of Certificate of Registration issued by Registrar of Companies.
Firms	Copy of Certificate of Registration issued by Registrar of Firms or Copy of Partnership Deed.
AOP (Trusts)	Copy of Trust Deed or Copy of Certificate of Registration Number issued by Charity Commissioner.
AOP/BOI/Local Authority/Artificial Juridical Person	Copy of Agreement or Copy of Certificate of Registration Number issued by Charity Commissioner or Registrar of Co-operative Society or any other Competent Authority or any other document originating from any Central or State Government Department establishing identity and address of such person.

- (d) Applicant will receive an acknowledgment containing a 15-digit unique number from the TIN-FC on acceptance of this form. This acknowledgment number can be used for tracking the status of the application on <http://tin.nsd.com>
- (e) For more information
- Visit us at <http://tin.nsd.com>
  - Call TIN Support Desk at 022-2499 4650
  - e-mail us at [tininfo@nsdl.co.in](mailto:tininfo@nsdl.co.in)
  - Write to: National Securities Depository Limited, A Wing, 3rd Floor, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

# Request For New PAN Card Or / And Changes Or Correction in PAN Data

Only 'Individuals'  
to affix recent  
photograph  
(3.5 cm x 2.5 cm)

Permanent Account Number (PAN)

Please read Instructions 'f' & 'g' for selecting boxes on left margin of this form.

**1 Name**

Please Tick  as applicable Shri  Smt.  Kumari  M/s

Signature/Left Thumb Impression

Last Name / Surname  First Name

Middle Name

Name as you would like it printed on the card

**2 Father's Name** (Only 'Individual' applicants : Even married women should give father's name only)

Last Name / Surname  First Name

Middle Name

**3 Date of Birth / Incorporation / Agreement / Partnership or Trust Deed / Formation of Body of Individuals / Association of Persons**

D D M M Y Y Y Y

**4 Sex** (for 'Individual' applicant only) Male  Female

**5 Photo Mismatch**

**6 Signature Mismatch**

**7 Address for Communication** Please indicate if this is Residence  or Office

Office Name (to be filled only in case of office address)

Flat / Door / Block No.

Name of Premises / Building / Village

Road / Street / Lane / Post Office

Area / Locality / Taluka / Sub-Division

Town / City / District

State / Union Territory

Pin

(Indicating PIN is mandatory)

**8 If you desire to update your other address also, give required details in additional sheet.**

STD Code

Tel. No.

**9 Tel. No.**

email ID

**10 Mention other Permanent Account Numbers (PANs) inadvertently allotted to you**

PAN 1

PAN 3

PAN 2

PAN 4

I , the applicant, do hereby declare that what is stated above is true to the best of my information and belief. I have enclosed  (number of documents) in support of proposed changes/corrections.

Verified today, the

D D M M Y Y Y Y

Signature / Left Thumb Impression of Applicant (inside the box)